



Kgahliso Sebeko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Paralegal.

Preferred occupation

Administrators
Administrative jobs

Paralegals
Law, legal jobs

Receptionist
Administrative jobs

Front Desk Agent
Administrative jobs

Secretaries
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Delmas
Mpumalanga

Ermelo
Mpumalanga

Sasolburg
Free State

Contacts and general information about me

Gender

Female

Residential location

East Rand
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period **nuo 2023.05 iki 2023.09**
 Company name Ravhudzulo Attorneys
 You were working at: Lawyers
 Occupation Paralegal
 What you did at this job position? Paralegal work such as drafting documents and conducting legal research

Working period **nuo 2021.11 iki 2022.08**
 Company name Lethabo siyanqoba primary school
 You were working at: Administrators
 Occupation Teacher's assistant
 What you did at this job position? Administrative work

Education

Educational period **nuo 2012.01 iki 2016.11**
 Degree Grade 12 / Matric
 Educational institution Gekombineerde Balfour
 Educational qualification Matric Diploma

Educational period **nuo 2017.01 iki 2017.12**
 Degree Certificate
 Educational institution JIET
 Educational qualification Boiler maker N1

Educational period **nuo 2023.03 iki 2023.11**
 Degree Professional Qualification
 Educational institution South African Law school
 Educational qualification Paralegal NQf level 5
 I could work At a law firm.

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | good | very good | basic |
| Afrikaans | good | good | good |
| Sesotho | fluent | fluent | do not know |

Computer knowledge

I'm computer literate.

Microsoft Word, Excel, spreadsheet and PowerPoint.

Recommendations

| | |
|------------------|----------------------------------|
| Contact person | Duduzile mollo |
| Occupation | Educator |
| Company | Lethabo siyanqoba primary school |
| Telephone number | 0721074911 |
| Email address | duduzilemollo@gmail.com |

| | |
|------------------|----------------------|
| Contact person | Happiness |
| Occupation | Manager |
| Company | Ravhudzulo Attorneys |
| Telephone number | 0849694211 |

Additional information

| | |
|---------------------|---|
| Your hobbies | Watching movies and keeping up with the news. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2024-08-00 (0 years) |
| Salary you wish | 10 000 R per month |